

Centennial City Clerk Monthly Report APRIL 2012

Activity

Boards and Commissions

The City Clerk staffed Planning and Zoning Commission interviews on April 25th for seven applicants, and subsequently prepared the staff report and resolution recommending appointees to Council.

City Council Meetings

The City Clerk and Deputy City Clerk staffed three City Council meetings in April, and the Budget workshop on April 30th. Audio recordings of each meeting and approved minutes are available via the city's web site at www.centennialcolorado.com.

Senior Citizen Commission

The City Clerk acts as staff liaison to the Senior Commission, including preparation of the agenda and packet, maintenance of the Senior Commission webpage, and various contacts and responsibilities during each month. The commissioners met on April 10th in the Aspen Room.

Liquor Licensing

The Centennial Liquor Licensing Authority conducted a Public Hearing on April 19, 2012 – a new 3.2 Beer License application for Wal-Mart Stores Inc, dba WalMart Market #3126, 16746 E. Smoky Hill Road, Centennial. The LLA approved this application.

An application for a new Hotel/Restaurant Liquor license was received on April 5, 2012 from PDO Holdings, LLC, dba Pizzeria Di Olinto, 12023 E. Arapahoe Road, Centennial. A Public Hearing will be held on May 17, 2012 regarding this application.

An application for a Special Events Permit was received and processed in April for the Littleton Fire Fighters Foundation, for their yearly fundraising hockey tournament being held on May 18, 19 & 20, 2012 at the South Suburban Ice Arena.

Fourteen (14) renewal applications were processed by the Deputy City Clerk in April.

Passports

Ninety-eight (98) passport applications were accepted and sent to the U.S. Department of State in April. Fifty-nine (59) photos were taken.

On April 18, 2012, a part-time Passport Clerk was hired. The Passport Clerk completed training and certification at the U.S. Department of State on April 24th. The City Clerk's Office increased the number of appointments available for passport application processing to fifty-six each week.

Public Records Request

The City Clerk's office processed seven (7) public records requests in April. All requests were completed in a timely manner according to the Colorado Open Records Act.

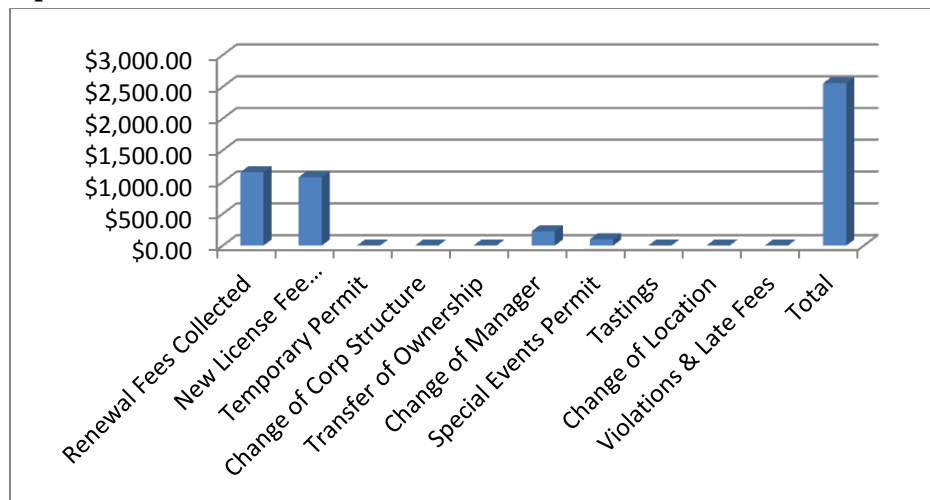
Fees

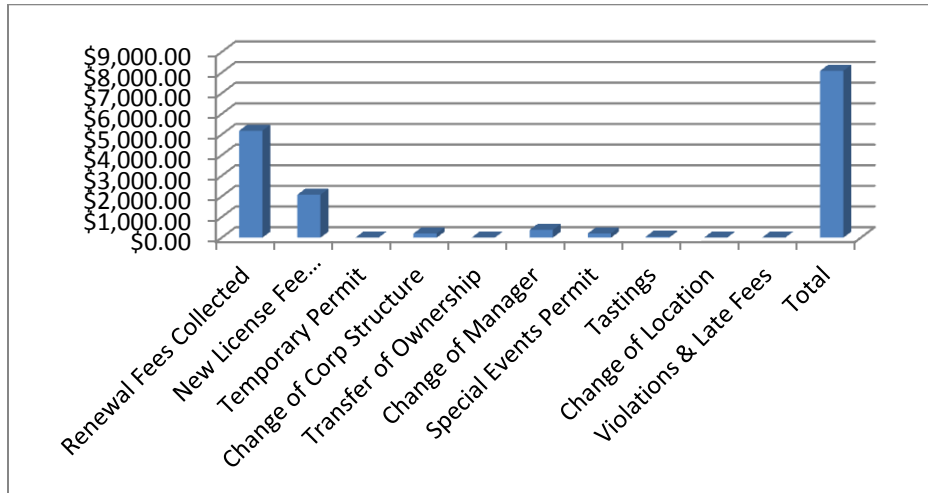
Liquor Licensing

Total Licensing Fees Collected April 2012: **\$2,553.75**

(Compared to Total Licensing Fees Collected in April 2011: \$3,327.50)

April 2012



Year to Date**Passports**

Total Passport Fees Collected April 2012: **\$2,660.00**

Execution Fees to the City of Centennial: \$2,250.00

Photo Fees Collected: \$410.00

Public Records Request

Total Public Records Request Fees Collected April 2012: **\$5.00**

Year to Date Total Fees Collected 2012: **\$1,087.50**

Total Fees Collected by the City Clerk's Office Year to Date (2012): \$19,853.75

LIQUOR LICENSING FEES	OPEN RECORDS REQUEST FEES	PASSPORT FEES	PAWNBROKER FEES
\$5,532.50	\$1,087.50	\$7,640.00	\$0.00

